



NEW MEXICO ARMY NATIONAL GUARD  
TASK FORCE GUARDIAN  
COUNTERDRUG  
4001 NORTHWEST LOOP, RIO RANCHO, NM 87124

1 October 2009

NMAG-CDS

MEMORANDUM FOR All NM Counterdrug Personnel

SUBJECT: Counterdrug Travel Policy

1. Members of the NM National Guard Counterdrug Support (NMCDS) are entitled to all transportation allowances IAW Joint Federal Travel Regulation (JFTR), Vol 1, the DoD FMR 7000.14-R, Vol 9, and all applicable Service regulations/requirements.
2. In accordance with NGR 500-2, paragraph 6-7 Counterdrug funds cannot be utilized for non-CD military training exceeding three days in length excluding travel time.
3. Only authorized travel necessary to accomplish Counterdrug mission requirements is authorized. Final approval on all travel requests will be Resource Management, CMSgt Saiz and/or MSgt Martinez. Unusual situations may require Verbal Order, these may be issued by above mentioned personnel.
4. NMCDS personnel performing Counterdrug travel must:
  - a. Forward completed RM-01 (Request for Travel) thru appropriate chain of command for approval before required travel.
  - b. Exercise the same care and regard for expenses as a prudent person traveling at personal expense.
  - c. Maintain records to validate all expenses.
  - d. Complete and file travel voucher thru appropriate chain of command NLT 5 duty days upon completion of travel.
5. Failure to comply with above mentioned requirements may result in administrative actions.

6. This letter supersedes all previous letters, same subject. POC for this action is the undersigned.

A handwritten signature in black ink, appearing to read 'Richard A. Clark Jr.', written over the printed name.

RICHARD A. CLARK JR.  
COL, GS  
Counter Drug Coordinator